

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position, the major duties of which include conducting fire inspections, enforcing life safety codes, conducting investigations of fires suspected to be the result of arson, and managing a public fire education program. An employee of this class also writes reports and keeps records required to document activity in the Fire Prevention section. The Fire Prevention Officer works independently in most areas, with work reviewed by and special assignments received from the Chief of Fire Prevention.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Recommends management policies, goals, and objectives of the Fire Prevention section. Conducts research and plans for programs and activities relating to fire prevention. Evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in bureau policies and procedures are needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting portable and fixed fire extinguishing systems; inspecting functional aspects of fire detection and alarm systems; checking for electrical hazards; determining that buildings meet fire resistance requirements for their construction type; inspecting heating, ventilating, and air-conditioning systems and cooking equipment; assessing the occupant load of a building and inspecting to see if the means of egress are sufficient for the assigned load; inspecting sites for the storage of hazardous materials; and reviewing building plans to identify potential problems related to fire protection.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by reinspecting building where violations of fire codes occurred and,

if necessary, by issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Researches and writes formal recommendations for additions to or changes in fire prevention codes and submits such recommendations to the appropriate city or state official or agency.

Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards, such as for burning (including bonfires) and for special decorations which may be considered fire hazards, for moving of hazardous materials, or for fuel storage tanks.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information needed to establish cause and origin of the fire. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects and preserves evidence for analysis and later use in court. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Completes a fire investigation report, including photographs, sketches, and diagrams, and all other information the department deems necessary.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office to facilitate successful disposition of cases. Testifies in court when needed.

Directs a Public Fire Education Program. Identifies the most important local fire problems so that the fire education effort can focus on those specific problems and selects those programs which can be met with the available resources of the department and the community. Determines the specific content and format of fire safety messages, and produces instructional materials to be used in training programs or within the community. Produces audio-visual aids to be used in training programs for fire safety or to be distributed within the community. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety, to be used by local television and radio stations and by local newspaper and magazines. Conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least three (3) years of full time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency, or at least three (3) years of experience in some other field which would provide familiarity with fire hazards, fire codes and fire cause determination.

Must be State certified as a Fire Inspector I, according to NFPA Standard 1031.

During working test period, the Fire Prevention Officer shall become State certified as a Fire Investigator I, according to NFPA Standard 1033 and receive certification from the Louisiana State Fire Marshall to conduct fire investigations and fire inspections.

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